



Meeting Date	July 11, 2007	Time	10:00 – 11:30
Location	SSMC2; room 18246; 866-919-7299, passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	N	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	N	
Paul Johnson	OAR	Y	
Steve Musser	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	N	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Candace Davis	CMFD	N	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	Y	
Guest Name	Organization	✓	E-mail
Tom Bezila	Finance Office		
Sue Snyder	OAR		
Lisa Conley	Budget Office		
Gary Barone	NMFS		
Lisa Barry	NWS		

Agenda:

1. Continue TWA Discussion – All
2. FMC Representation on RWG – All

3. Billing for UDOs – Mark St. Clair

Minutes:

1. TWA Discussion

RWG members agreed that 6 months is an appropriate time period for TWAs. After 6 months, the Finance Office will shut off TWAs without a signed agreement.

Members agreed that the use of TWAs should be restricted to:

- Federal sponsors
- Sponsors with which NOAA has had long-standing ongoing relationships
- Emergencies
- Legal mandates

The RWG agreed that individual LO/Staff Offices must approve TWAs before they are sent to the Finance Office for approval in the RADG002. If a TWA is requested, the LO/SO must include a justification and indicate the TWA meets 1 of the above criteria. Requests for a TWA will also include: a summary of the scope of work; the period of performance; accounting information; CR# and/or law #; agreement #. Each LO/SO will canvas their CFO to determine if the CFO or his designee will approve the TWA.

NOAA can accept e-mails from sponsors as acceptance of a TWA when the project meets 1 of the above criteria.

2. The RWG agreed that each Line Office can invite 2 non-voting FMC representatives to Workgroup meetings. Members agreed to provide the names of their FMC representatives
3. Mark St.Clair said that the Finance Office receives requests from Line Offices/FMCs and/ or sponsors to bill based on undelivered orders before work is complete. This situation can occur when sponsors want to transfer funding that is ready to expire even though they have not received all the goods/services included in the reimbursable agreement. Billing based on undelivered orders may result in excess cash. RWG members agreed that they would like the Finance Office to notify them of these situations to obtain LO approval before billing and to give them an opportunity to determine why performance has not been completed.

The next meeting will be:	Wednesday, August 1, 2007 10:00 – 11:30
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